

EXAMPLE LETTER ONLY

Smalltown Police
123 Main Street
Anywhere, IN. 12345
317-327-6708 PH
317-327-6790 FX

Written Request for Weapons

Indiana State and Federal Surplus Property
Attn: Bob Flake
601 W. McCarty Street Suite 100
Indianapolis, IN 46225

Chief of Police:
(Your Chief's Name Here)

Point of Contact:
(Your Weapons POC Here)

Dear Sirs:

The Smalltown Police Department employs (Number of Sworn officers) **Blank number** are assigned to counter drug operations. Furthermore **Blank number** officers are assigned to our Emergency Response Team (ERT), and also work closely with our neighboring jurisdictions teams, in areas outside of our own city.

As Chief/Sheriff I have read and understand the terms and conditions that are applicable to weapon transfers that are detailed in the Memorandum of Agreement between the defense logistics agency (DLA) and the governor appointed State coordinator. (BOB FLAKE)

The Smalltown Police Department has the ability to maintain the weapons requested through a certified armor, and training will be required both in state certified instructors as well as out-of-state instructors. All officers issued weapons will be properly trained prior to being issued any weapons. Monies budgeted to the Smalltown Police Department Arms locker or by the officer issued the weapon.

As Chief, I am also familiar with the regulations governing the registration of issued weapons. All weapons will be registered with B. A. T. F.

Weapons requested:

(Please request only weapons that are available)

- A. Nine (9) M-16's. These will be issued to patrol officers and officers assigned to the Tactical Team for use in the course of their duties in assigned patrol vehicles.
- B. Nine (9) .45's. These will be issued to officers assigned to the Tactical Team as backup weapons.

The Smalltown Police Department is the primary city in Southern Anywhere, IN. Smalltown's population is in excess of 5,000 with our officers also regularly responding to areas outside of our primary jurisdiction. As the geographical center of Southern IN, we are within the standard metropolitan statistical area of Indianapolis, IN. **(Any big town)** (population in excess of 750,000) and Louisville, KY **(Any big town)** (population in excess of 300,000). We are also close in distance to two Military bases, NSWC Crane and Camp Atterbury. Cities within 250 miles to our jurisdiction include: Evansville IN, Bloomington IN, Cincinnati OH, Lexington KY, and Fort Knox KY. We also have two major highways running through our jurisdiction, and are very close in proximity to Interstates I-65, and I-64.

Any consideration would be appreciated in this regard. Security and safety of our nations is of the utmost priority. Procurement of these requested items will assist our department in having the tools available to do our part to see that our citizens and countrymen are safe. If you require any further information, please contact the undersigned or Point-of-contact **(name of person)**.

Respectfully,

(Chief's name)

Chief of Police

(Signed)

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